



## CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

California State Government supports equal opportunity to all regardless of race, color, creed, national origin, ancestry, sex, marital status, disability, religious or political affiliation, age, sexual orientation, medical condition or pregnancy. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	<b>RELEASE DATE:</b>	Friday, June 29, 2012
<b>POSITION TITLE:</b>	Statewide Dental Director, CEA, Inmate Dental Services Program, Division of Correctional Health Care Services	<b>FINAL FILING DATE:</b>	Friday, July 13, 2012
<b>CEA LEVEL:</b>	Statewide Dental Director, CEA, Inmate Dental Services Program, Division of Correctional Health Care Services (9503)	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$29,689.00 - \$32,732.00 / Month	<b>BULLETIN ID:</b>	06252012_5

### POSITION DESCRIPTION

Under the general direction and in collaboration with the Director, Division of Correctional Health Care Services (DCHCS), the Statewide Dental Director (SDD), provides overall supervision for dental clinical and administrative services delivered at California Department of Corrections and Rehabilitation (CDCR) institutions. The SDD ensures that institutions conduct clinical aspects of health care programs in accordance with DCHCS, Inmate Dental Services Program (Dental Program) policies and procedures, state and federal regulation requirements, and generally accepted dental standards of care. The SDD supervises the Deputy Statewide Dental Director and field operations staff.

Duties include, but are not limited to:

Coordinate performance management efforts within the Dental Program. Facilitate appropriate Performance Management forums and processes, including the Dental Program Subcommittee, and direct project team members in setting standards, developing and processing management reports, and evaluating program performance. Oversee the development and modification of key indicators to assess the Dental Program's performance and compliance with Perez mandates. Oversee the design of a system for data collection and routine reporting on measurable objectives. Facilitate the review of the Dental Program's management reports through the Performance Management System, including identification of program areas requiring improvement and the development of initiatives, such as statewide training programs or institution-specific quality improvement plans to address program deficiencies. Oversee the development of new program standards and clinical guidelines, or modifications to existing Dental Program standards and clinical guidelines to improve program performance, achieve strategic objectives, and comply with litigation mandates. Serve on the DCHCS Quality Management Committee as a voting member. Provide oversight to the statewide professional practice system, including self-audits, and public health containment activities. Ensure

the timely reporting of all dental emergencies which become medical emergencies including deaths. Oversee the re-credentialing and privileging process. Evaluate staff performance and establish standards for orientation of dentists providing dental treatment at CDCR institutions.

Manage, direct, and control the statewide implementation of a managed dental care system at CDCR institutions. Establish priorities and objectives for the year. Incorporate into the Dental Program any mandates affiliated with Perez litigation and reporting responsibilities. Throughout the year, manage implementation of the Dental Program, providing regular reports to the DCHCS executives on the status of activities to improve program performance and achieve litigation compliance. Design and initiate processes to improve efficiency in the use of Dental Program resources, and recommend methods for cost savings or avoidance. Oversee the administration of major contracts, memorandum of understanding (MOU) and projects and initiatives involving strategic partnerships. Serve as a primary liaison with partner agencies, participating in contract or MOU negotiations to ensure alliance with goals and objectives outlined in the Dental Plan. Select, manage, and provide staff development for workgroups and project teams that develop and manage major contracts. Identify and develop budgetary requests for resources to implement the statewide dental program necessary to improve dental care services. Ensure that program implementation is consistent with community standards, legal mandates, and Department goals. Guide the implementation of initiatives to improve the efficiency of dental health care service delivery.

Assist the Department in determining dental health care priorities, plans, policies and programs and identifying related resource needs. Serve as a departmental advisor on the statewide application of DCHCS policies and procedures in the field. Inform the Director, Division of Correctional Health Care Services of sensitive clinical issues. Ensure that institutions operate an effective quality management system for systematic program evaluation and improvement, including maintaining an effective system for minimizing under or over utilization of both on-site and off-site services and an effective system for reviewing prescribing practices to identify and mitigate the ineffective use of state resources. Screen off-site hospitalizations at an aggregate level to identify strategies for reducing inappropriate use. Monitor efforts to secure or maintain licensure for clinical facilities. Perform on-site reviews of clinical operations as indicated. Review the Deputy Statewide Dental Director and Regional Dental Directors recommendations related to unusual contagious disease patterns and advise as to appropriate action. Serve as a member of the DCHCS administrative staff, participating in various steering committees and subcommittees. Represent the Department during legislative hearings and in conferences with stakeholders.

Represent the DCHCS as a liaison with outside agencies, including members of the Legislature, the Department of Finance, the Department of Personnel Administration, the Prison Law Office, etc. Serve as a primary liaison with the federal court and court monitors, producing implementation plans for court orders to ensure litigation compliance. Serves as the subject matter expert and Department advisor on dental issues.

Respond in the event of an emergency to direct the provision of on-site care at institutions. Perform direct patient care as needed during emergencies.

## **MINIMUM QUALIFICATIONS**

Possession of the legal requirements for the practice of dentistry in California as determined by the Dental Board of California. (Applicants who are in the process of securing approval of their qualifications by the Dental Board of California will be admitted to the examination, but the Board to which application is made must determine that all legal requirements have been met before candidates will be eligible for appointment.) and At least five years of professional dental experience working in a medium to large dental health program, a correctional dental health program, or a

dental program as part of a health care facility, inclusive of wide and varied experience in the practice of dentistry, including experience in an administrative or teaching capacity which will have resulted in the development and understanding of the management and administration of dental programs and dental clinic organizations.

## **KNOWLEDGE AND ABILITIES**

Knowledge of: Organization and functions of California State Government including the organization and practices of the Legislature and Executive Branch; principles and practices of general dentistry; principles and practices of dental surgery; dental clinic administration and management; principles of sanitation and dental health; principles of personnel management and supervision; and a manager's responsibility in promoting equal opportunity in hiring and employee development and promotion, and maintaining a work environment that is free of discrimination and harassment.

Ability to: Communicate effectively; plan, organize, and direct the work of professional and administrative staff; analyze administrative policies, organization procedures, and practices; oversee the development of standards of operations for dental activities; integrate the activities of a diverse statewide program to attain common goals; initiate and ensure the implementation of program improvements in a large dental or health care program; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislative and Executive Branches; and effectively promote equal opportunity in employment and maintain a work environment that is free of discrimination and harassment.

## **DESIRABLE QUALIFICATION(S)**

Substantial responsibility for a combination of management functions such as program planning, policy formulation, and organization coordination.

The ability to communicate effectively, both orally and in writing, and to interact effectively with the Federal Court, the Governor's Office staff, Office of the Attorney General's legal staff, plaintiff attorneys, the Department of Mental Health, Legislators, law enforcement, and other governmental agencies, departmental managers, staff, and the public.

Experience in negotiation and coordination with outside stakeholders.

Ability to analyze complex problems, recommend and initiate effective courses of action, and develop and implement policies and procedures; represent the Department before the legislature, control agencies, local governments, and other state agencies on policy level issues.

Substantial responsibility for a statewide management functions such as program planning, policy formulation, and organization coordination.

Ability to provide leadership, oversight, and direction to multi-disciplinary teams.

Ability to develop and implement complex project plans, schedules, and budgets to ensure that projects are completed on time and within available resources.

## **EXAMINATION INFORMATION**

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Statewide**

**Dental Director, CEA, Inmate Dental Services Program, Division of Correctional Health Care Services, with the CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES.**  
Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position.*

The examination process will consist of an evaluation of your application and statement of qualifications by a screening committee. The desirable qualifications and position description listed on the bulletin will be used as the evaluation criteria. It is important that you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, as the statement of qualifications will be the basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

## **FILING INSTRUCTIONS**

Interested applicants who meet the minimum qualifications listed above must submit:

- A Standard State Application (Form 678) that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications, desirable qualifications, and information contained in the position description sections in this bulletin. Including a resume is optional.
- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the information contained in the position description and desirable qualifications sections in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed two pages in length nor be less than 12 font.
- **APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.**

**Interested applicants must submit:**

- Application and Statement of Qualification materials described in the Filing Instructions section of this announcement.

**Applications must be submitted by the final filing date to:**

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Executive Recruitment and  
Selection

P.O. Box 4038, Suite 350, Sacramento, CA 95812-4038  
Magdalena Kilmer | (916) 324-5923 | [Magdalena.Kilmer@cdcr.ca.gov](mailto:Magdalena.Kilmer@cdcr.ca.gov)

## **ADDITIONAL INFORMATION**

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CCHCS Human Resources,

located at 501 J Street, Lobby Drop Box, Sacramento, CA.

### **SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

### **GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** <http://www.dpa.ca.gov/textdocs/specs/s9/s9503.txt>